

<b>Document Title</b>	Higher Education Student Change of Address 2018/19 (prescribed programmes only)
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<b>Created by</b>	Debbie Toseland/Amanda Crowle: HE Admissions Manager/HE Registry Quality Data Lead, HE Operations
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1	26 May 2015	Jess Hutchings		Initial Creation
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## Higher Education Student Change of Address

### 1. Purpose

- 1.1 To ensure the College and associated partners hold accurate records for students enrolled on an Office for Students designated programme.

### 2. Applies to

- 2.1 Any student enrolled on a Office for Students designated programme who wishes to change their address.

### 3. Responsibility

- 3.1 **Student:** for completing the Higher Education Change of Address Form.
- 3.2 **Site Administration Office (SAO) i.e. Camborne, Newquay, Stoke Climsland and Bicton College**
  - a. Checking the completed Change of Address form
  - b. Updating ProSolution
  - c. Sending copies of the form to the HEAR, whilst retaining the originals for their records
- 3.3 **HE Assistant Registrar (HEAR):** for notifying the Awarding Body of the change of address.

### 4. Processes and Documentation

- 4.1 Students that have changed their home or term time address must complete the Higher Education Change of Address Form. This should be completed within two months of the change, or before the Subject Assessment Panel for their programme, whichever is sooner.
- 4.2 Students must submit the Higher Education Change of Address Form to the Site Administration Office.
- 4.3 The Site Administration Office must key the change of address onto ProSolution.
- 4.4 The Site Administration Office must send a copy of the Higher Education Change of Address Form to the HEAR, whilst retaining the original for their records.
- 4.5 The HEAR must notify the Awarding Body of the change of address.

### 5. Related Documents and Data

Higher Education Change of Address Form  
ProSolution